



OFFICE OF
THE ADMINISTRATOR

MEMORANDUM

FROM: Donna Jenkins
TO: File
SUBJECT: Desk Purchase

The Captain's Stand up desk for Administrator Pruitt that was ordered on May 25 was purchased consistent with the Buy America Act (BAA) and the FAR. The BAA restricts purchases of foreign goods for use by Government offices in the U.S. Lower cost desks were available, but were made overseas, so we could not procure them and be in compliance with the BAA.

Per the Attached Memorandum.

Captain's Desk was requested for the Administrator (Donna Jenkins). Researched by Facilities. Approved/Funded and Purchased by OAES on May 25, 2017. Vendor located in Akron, OH.

We had to stay within the \$3,500 threshold and within the Administrator's \$5K to refurbish his office. Which we did.